

St Mary's on the Hill Primary School  
142 Carnmoney Road  
Newtownabbey  
BT36 6JU

Maintained Primary School

Enrolment Number: 430  
Admissions Number: 60

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Website: [www.stmarysonthehill.co.uk](http://www.stmarysonthehill.co.uk)

PRINCIPAL: Mr M O'Brien  
CHAIR OF BOARD OF GOVERNORS: Mrs M Meyer

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## RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Principal will consider the acceptance of each pupil to the school within the confines of the published criteria for admission, but any decisions will be subject to the ultimate approval of the Board of Governors. St Mary's on the Hill Primary School is one of three Primary Schools in the Parish of St. Mary's on the Hill.

The following criteria have been established, and will be implemented by the Principal and the Board of Governors Admissions Panel.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

## ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2023 no applications will be processed until after the close of procedure on 27 April 2023.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

The following criteria will be applied **in the order set down** 1-5 by the Board of Governors of St. Mary's on the Hill Primary School.

1. Children who reside in the Parish of St. Mary's on the Hill and who have a sibling as defined as 'a child of the family' (see below) at time of application attending St. Mary's on the Hill Primary School (i.e. any year group from P1 to P7 inclusive).
2. Children who reside in the Parish of St. Mary's on the Hill.
3. Children who have a sibling (see below) attending St. Mary's on the Hill Primary School who now live outside the Parish of St. Mary's on the Hill.
4. Children who attend St. Mary's on the Hill Playgroup.
5. Children from outside the Parish of St. Mary's on the Hill.

Note: Siblings/A child of the family includes brothers, sisters, half-brothers, half-sisters, children who are adopted, fostered and children from either party from a previous marriage/relationship.

If over-subscribed in any one of the above criteria taken in order, final selection will be on the basis of surname (as shown on birth certificate) in the order set out below:

**E V W G I Z R K X C J Mc T P H F M Y L Mac D B Q A S U N O**

**Please note, applications for primary school places should be completed online through the Education Authority's admissions portal. The portal will open for parents to complete an online application on Tuesday 10 January 2023 at 12.00 noon (GMT). The closing date for the receipt of punctual applications is 12.00 noon (GMT) on Friday 27 January 2023. Documentation submitted in support of your application e.g. your child's birth certificate, should be provided directly to the school not later than 12:00pm noon on Friday 3 February 2023.**

### **DUTY TO VERIFY**

Applicants should note that birth certificates and address verification such as utility bills are a minimum requirement to present to the school.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

The school's policy on the consideration of applications after the Open Enrolment Admissions procedure concludes on 27<sup>th</sup> April 2023 is available directly from the school or can be accessed on our school website at [www.stmarysonthehill.co.uk](http://www.stmarysonthehill.co.uk).

### **WAITING LIST POLICY**

Should a vacancy arise after the 27<sup>th</sup> April 2023, all applications for admission to 2022-2023 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and published criteria applied. The waiting list will be in place until June 2023. The school will contact you in writing if your child gains a place in the school by this method. Upon receiving a completed application form (at any preference stage) your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list.

### **ADMISSION TO P2 – P7**

The Principal will consider the acceptance of each pupil to the school within the confines of the published criteria for admission into classes P2 – P7, but any decisions will be subject to the ultimate approval of the Board of Governors.

1. The Pupil will be considered for enrolment provided the school will not exceed its enrolment number as determined by the Department of Education.
2. The pupil may be considered provided that this would not cause a class to exceed the Department of Education's class size policy.
3. The pupil will be accepted for enrolment provided, in the opinion of the Board of Governors, this would not prejudice the provision of efficient education in the school.

If over-subscribed on these criteria, children will be selected in line with the published admissions criteria for Primary 1.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2019/2020	60	60
2020/2021	50	50
2021/2022	39	39